



Welcome back to the 2023/24 school year.

Your Principal/Supervisor has advised us that you will be one of the Joint Occupational Health & Safety Committeemembers at your school/site this year. Thank you for serving in this important role and supporting Greater Victoria Schools Occupational Health & Safety Program.

What are my responsibilities as a member?

As a Joint Occupational Health & Safety Committee member you are responsible for:

- Attending monthly meetings
- Making recommendations to improve health & safety for the workers at your site
- Identifying or responding to complaints about issues related to unhealthy or unsafe conditions/situations at your site
- Participating in regular Safety Inspections
- Participating in Incident Investigations
- Participating in the procedure for resolving refusals of unsafe work
- Completing safety training

Please read the Terms of Reference for the Joint Occupational Health & Safety Committees to understand the full details of your responsibilities.

What are my extra responsibilities as a co-chair?

If you have been selected to be one of the two co-chairs of the committee, you will have these extra responsibilities:

- Arranging agenda and ensuring meetings are held/attended monthly
- Arranging for alternate members to attend meetings when regular members are unavailable
- Managing meetings
- Organizing training of your team
- Determining zones for monthly inspections
- Ensuring meeting minutes and inspections are upload to **the X:drive/JOHS/<your location>/<appropriate folder>**
- Conducting annual committee self-evaluation, to be completed by Jan 1st each year

Where to find more information about Joint Occupational Health & Safety Committees

[WorkSafeBC Handbook for Joint Health & Safety Committee](#)

Where to find health & safety forms

All forms are available on the **X:drive/JOHS/ActionToolbox/<appropriate folder>**.

Expect to find:

Incident Investigation Report (IIR)

Safety Inspections (General, Classroom/Portable, Shop/Science, Kitchen)

Joint Occupational Health & Safety Committee Monthly Meeting Minutes template

Occupational First Aid Attendant Contact

Fire, Earthquake and Lockdown drills

What to post on your health & safety bulletin board

Required:

- ✓ Occupational First Aid Attendant contact information
- ✓ First Aid room location
- ✓ Joint Occupational Health & Safety Committee member contact information
- ✓ Joint Occupational Health & Safety Committee meeting minutes
- ✓ District Occupational Health & Safety Committee meeting minutes
- ✓ How to access the Workers Compensation Act and Occupational Health & Safety Regulation
- ✓ How to access Safety Data Sheets for hazardous products

Other suggestions:

- ✓ Workplace Bullying and Harassment Brochure
- ✓ Employee and Family Assistance Program Brochure
- ✓ Evacuation meeting locations
- ✓ Emergency procedures
- ✓ Working alone procedure

Please contact Health, Safety and Wellbeing For direction, consultation on issues and to access further resources through the Staff Portal Link:



Safety, Health and Wellness

Access to Safety Health and Wellness program resources including incident and injury reporting, contacts and regulatory information.

Joint Occupational Health & Safety Committee Terms of Reference 2023/24

1. Name of Health and Safety Committee- School Name:

Year: 2020/21			
Name	Representing:	I authorize that I have read and acknowledge this Terms of Reference (Signature)	Date:
	Administration		
	CUPE 947		
	CUPE 382		
	GVTA		
	Alternative 947:		
	Alternative 382:		
	Alternative GVTA:		

2. Purpose of the Committee

It is a joint committee made up of worker and employer [in this document 'employer' is first the Principal and then Human Resource Services, District Occupational Health & Safety (OHS) Advisor] representatives consulting in a cooperative spirit to identify and resolve safety and health problems in support of a planned occupational safety and health program in the place of employment.

Joint Occupational Health & Safety Committee

Terms of Reference 2023/24

3. Duties and Functions of the Committee (as per *WCA 130*):

- (a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- (b) Consider and expeditiously deal with complaints relating to the health and safety of workers.
- (c) Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- (d) Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers.
- (e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the regulations, and monitor their effectiveness.
- (f) Advise the employer on programs and policies required under the regulations for the workplace and monitor their effectiveness.
- (g) Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- (h) Ensure that incident investigations and regular inspections are carried out as required by regulation.
- (i) Participate in inspections, investigations and inquiries as provided by regulation.
- U) When necessary, request information from the employer about:
 - (i) Known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed.
 - (ii) Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge.
- (k) Carry out any other duties and functions prescribed by regulation.

4. Records

The committee will keep accurate records of all matters that come before it. The committee will maintain copies of its minutes for a period of at least two (2) years from the date of the joint health and safety committee meeting to which they relate. (Note first aid records should be kept for at least 10 years; education and training related records should be kept for at least three (3) years after the training session).

Joint Occupational Health & Safety Committee

Terms of Reference 2023/24

5. Meetings

- (a) The committee will meet monthly on the _____ working day of each month. **Meetings are not optional, they MUST be held each month.**
- (b) Special meetings, if required, will be held at the call of the co-chairs.
- (c) A quorum shall consist of a majority of members (see# 7 for more info.)

6. Agendas and Meeting Reports

- (a) An agenda will be prepared by the co-chairs and distributed to members prior to the meeting.
- (b) A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, Joint Health and Safety Committee members and workers. Upon request copies will be provided to WorkSafeBC.
- (c) A copy of the report of each meeting will be posted promptly, in a place readily accessible to employees for whom this committee is responsible.
- (d) Copies of the minutes for JOHS committees will be uploaded to **the X:drive/JOHS/<your location>/<appropriate folder>**. The District OHS Advisor will review inspections, Violent Incident Report/Tallies, Orders and other documentation as necessary in conjunction with the District Occupational Health and Safety (DOSH) committee.

7. Composition of the Committee

- (a) The committee shall consist of at least four (4) voting members.
- (b) One worker representative will be **elected or appointed** from each of the following areas or unions; Administration, CUPE 382, CUPE 947&GVTA.
- (c) At least half the members must be worker representatives, to ensure a quorum.

8. Co-chairs

- a) The committee will consist of two co-chairs.
- b) The worker representatives shall elect a co-chair from the worker representative on the committee.
- c) The employer representative shall be the employer co-chair.

Joint Occupational Health & Safety Committee Terms of Reference 2023/24

- d) The co-chairs shall **share** the following responsibilities:
- I. Report Committee membership: uploaded to **the X:drive/JOHS/<your location>/Terms of Reference**
 - II. Facilitate meetings in order to keep on task.
 - III. Ensure the maintenance of an unbiased viewpoint.
 - IV. Arrange and prepare the meeting agendas.
 - V. Review previous meeting reports and material prior to the meetings.
 - VI. Arrange for the meeting place.
 - VII. Notify members of meetings.
 - VIII. Prepare meeting reports.
 - IX. Forward a copy of JOHS meeting minutes and inspections to the employer for distribution.
 - X. Prepare recommendation(s) and forward to the employer for a response.
 - XI. Prepare all correspondence.
 - XII. Post minutes for the last 3 months for workers to view.

9. Terms of Office

- (a) Committee members will sit on the committee for a period of time appropriate to the location that encourages a balance between new members and more experienced members.
- (b) If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
- (c) If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
- (d) All members will arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend.

10. Recommendations to the Employer will Meet These Guidelines

Please refer to JOHS Recommendation Form to make recommendations to the employer. Please ensure the recommendations are:

Joint Occupational Health & Safety Committee Terms of Reference 2023/24

- (a) Directly related to health and safety.
- (b) Doable (reasonably capable of being done).
- (c) Complete (employer will not need more information to decide). If the site JOHS needs assistance with recommendations, they can consult with the District OHS Advisor and/or DOHS Committee to aid in determining the best solution.

11. Assistance in resolving disagreements within committee

If the JOHS Committee is unable to reach an agreement relating to health and safety of workers, a co-chair can report this to the District OHS Advisor. If no resolution is achieved and the JOHS committee is unable to reach an agreement, a co-chair of the committee can report this to WorkSafeBC.

12. Workplace Incident Statistics

Each month the site based JOHS committee will tally all workplace incidents using the Workplace Incident Tracker (**X:drive/JOHS/Action Toolbox /Resources**). This will help the committee identify trends and take corrective action to aid in improving workplace health and safety.

13. Training

Section 135 of the *Workers Compensation Act* states:

Each member of a joint committee is entitled to an annual educational leave totaling 8 hours for the purpose of attending occupational health and safety training courses conducted by or with the approval of the Board. The employer must provide educational leave under this section without loss of pay or other benefits.

As per WorkSafeBC's Policy D4-135-1, when JOHS committee members are looking at when and what courses to attend the committee should follow the following process:

1. An individual member will bring his or her request to the committee.
2. If the committee agrees, the committee will forward the request to the employer.
3. If the committee does not agree, or is unable to come to a decision within a reasonable time, the individual member may forward the request to the employer.
4. Upon receiving a request from either the committee or the individual member, the employer will make its decision within a reasonable time. Permission must not be unreasonably denied.

Please note, if the request is time sensitive the member can contact the committee members prior to the next JOHS meeting and once agreed upon they can forward the request to the employer.

Joint Occupational Health & Safety Committee Terms of Reference 2023/24

If a member of the committee considers that the employer is not allowing the member the leave to which he or she is entitled, the member may, after following the above process, complain to the Board (WorkSafeBC).

14. Amendments

If amendments to the terms of reference need to be made requested changes must be submitted to the Health & Safety Advisor who will review with the DOHS Committee for approval prior to changes being formalized. Please note, legislative requirements must not be changed.

Upload completed terms to **the X:drive/JOHS/<your location>/Terms of Reference**

JOHS Meeting Agenda

Meeting Date: _ School

Location: _ Items/points to be addressed during the

JOHS meeting:

1. Review previous months JOHS minutes.

2. Review of Outstanding Items

0

0

0

3. Review of Inspections, if any

0

0

0

4. New Business

0

0

0

5. Review of Violent Incident(s)

0

0

0

6. Review of Workplace Incident(s)/Accident(s)

0

0

0

JOHS Meeting Minutes


SECTION 4: New Business		
Note: If an item is not marked as CLOSED move to Section 2 next month to ensure follow up.		
Issue/Concern	Person Accountable	Follow-up Needed

SECTION 5: Review of Violent Incidents)		
Incident	Corrective Action(s)	Follow-up Needed

SECTION 6: Review of Workplace Incident(s)/Accident(s)		
Incident	Corrective Action(s)	Follow-up Needed

Next meeting date: _____

Inspection Procedure

 <h1 style="color: green;">Inspection Procedure</h1>		
Date Developed: July 15th 2020	Revision Date:	Last Reviewed By: R.Clark 2023
Document Owner: SD61 Health & Safety Department		Review Cycle: 3 years

1.0 Purpose

The purpose of the Inspection Procedure is to:

- Outline the responsibilities of employees in the Greater Victoria School District 61 to complete inspections
- Show the different types of inspection completed at Greater Victoria School District 61
- Provide insight on how to complete inspections
- Meet reporting requirements of WorkSafe BC Safety Act and Regulations

2.0 Scope and Regulation

Sections of the Work Safe BC Regulation require employers to carry out regular safety inspections of their places of employment to ensure the safety of their workers. The following are from the OH&S Regulation:

- Section 3.3 - *Every employer must ensure that regular inspections are made of all workplaces*
- Section 4.3 - *Machinery, tools, and equipment shall be inspected in accordance with the manufacturers recommendations or as otherwise specified by relevant sections of the regulation*
- Section 3.8 - *Inspections must, where feasible, include the participation of members of the joint committee*
- Section 3.9 - *Unsafe or harmful conditions found during an inspection shall be remedied without delay*

3.0 Responsibilities

Administration (Principal/Vice Principal)

- Ensure regular inspections are completed as per procedural timeline
- Ensure copies of inspections are shared with the site JOHS and uploaded to **the X:drive/JOHS/<your location>/<appropriate folder>**
- Follow up on unsafe conditions and acts observed during inspections
- Determine risk rating of hazards and report to Facilities, Health & Safety Advisor, if required

Inspection Procedure

Joint Occupational Health & Safety Committee

- Develop Inspection plan, determine how often each inspection is completed and by who
- Participate in general inspections, and others, as required
- Review inspection findings at JOHS meetings
- Report all findings in forms provided
- Assist in following up on findings, ensure corrective actions are completed

Employees

- Allow JOHS members to complete inspections in your work area
- Complete Classroom/Portable inspections, as required
- Complete Shop, Kitchen, Lab inspections, as required
- Report any findings to JOHS

Health & Safety Advisor

- Review inspections from all schools and facilities uploaded to X:drive
- Share trends and statistics with SD61 staff
- Assist in completion of corrective actions if required
- Ensure work orders have been entered and/or completed, if required

4.0 Method

Greater Victoria School District 61 shall ensure the following process is followed to successfully meet therequirements of policy, procedure and legislation. This includes:

1. Inspection Types
2. Inspection Schedule
3. Inspection Process and Flow Chart

4.1 Inspection Types

Daily Inspection:

Daily inspections shall be completed on machinery, tools, and equipment as required by the manufacturer. This may include:

- Auto Shop Lifts
- Personal Protective Equipment
- Power tools
- Lab equipment

Inspection Procedure

Planned Inspection:

Planned inspections should occur monthly. Areas of the school shall be decided on by the JOHS committee and administration. More information located in 4.2 Inspection Schedule. Planned Inspections include:

- Commercial Kitchen Inspection
- Classroom/Portable Inspections
- Shop/Science Inspection
- General Facility Inspection

Special Circumstance Inspection:

Inspection may be required outside of daily and planned inspections. These types of inspections include:

- WorkSafe BC Inspections
- Inspection after injury or incident occurs
- Follow up on corrective actions
- Change in process, procedure, or equipment to ensure compliance

4.2 Inspection Schedule

An Incident Schedule shall be decided on by the administrator and JOHS members. This should occur during the first meeting of the school year.

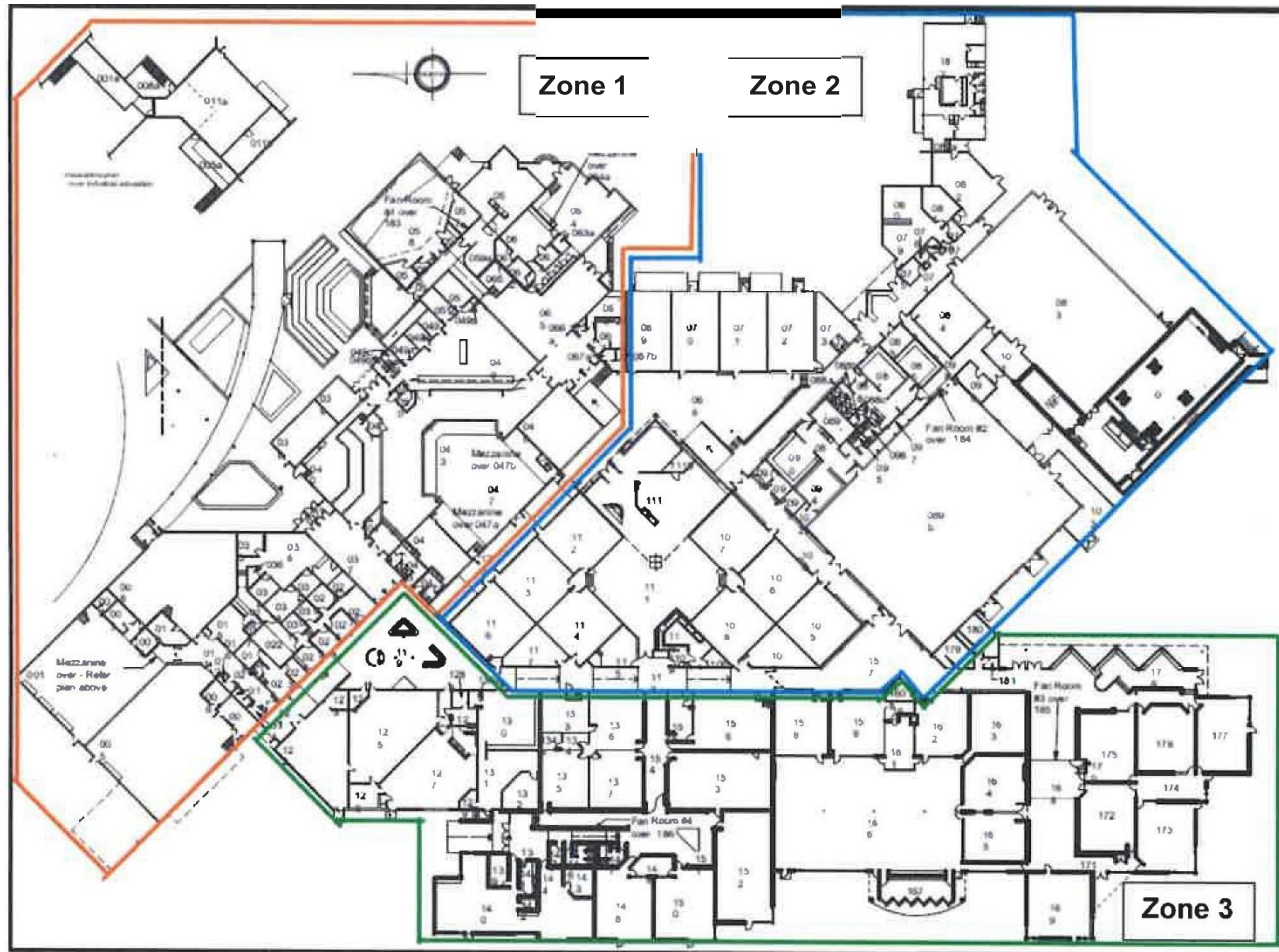
The whole school shall be inspected on a quarterly basis, this is achieved by a combination of general and area specific inspections. This includes classrooms, shared facilities, offices, hallways and outdoor space.

Tech Education (Metal, Wood, and Auto), Labs, and Commercial Kitchens shall be inspected monthly. This is based on risk assessment and potential for incidents.

The JOHS shall determine who is required to inspect which areas and at what intervals. Each school is allowed to set their own zoning and schedule for inspections.

Please refer to the map on the next page to see an example of a zoned inspection plan.

Inspection Procedure



Example:

Month	Area	Responsibility
September	Zone 1- None Classrooms	JOHS Member 1 and 2
September	Zone 2 - None Classrooms	JOHS Member 3 and 4
September	Classrooms	Individual Teachers
September	Tech Education Wood Shop	Wood Shop Teacher and JOHS Member

Inspection Procedure

4.3 Inspection Process

The following flow chart illustrates the process to perform inspections:

Develop Inspection Plan



- Who will inspect?
- Which areas are to be inspected?
- What needs to be inspected?

Complete Inspections



- Are inspections identifying hazardous acts and conditions?
- Are all areas being completed on required basis?

Document Inspection



- Are all findings documented on the form provided Also available on the **X:drive/JOHS/Action Toolbox/<appropriate folder/form>**?
- Have all fields in the form been completed?

Report Inspection Findings



- Has the document been sent to the JOHS chairs?
- Has the document been uploaded to the **X:drive/JOHS/<your location>/<appropriate folder>**

Corrective Actions



- Have work orders been submitted, if required?
- Have findings been corrected and followed up on?
- Has Health & Safety Advisor been contacted, if required?

Inspection Procedure

5.0 Related Documents

Inspection Forms can be found on **the X:drive/JOHS/Action Toolbox/<appropriate folder/form>?**

Safety Inspection Report - General



School/Site	Zone/Area
Inspection Date	Conducted by

S = Satisfactory U = Unsatisfactory n/a = not applicable

Building/Environment	S	U	n/a	Corrective Actions
Exits are clearly marked and unobstructed				
Doorways are free from obstruction and doors open fully				
Egress windows are accessible and unobstructed				
Walkways and aisles are unobstructed				
Floors are free from damage/debris/water/grease				
Floors have even surfaces free from tripping hazards				
Mats and carpets lay flat and have non-slip backing				
Stairs and handrails are in good condition				
Lighting levels are adequate				
Emergency lighting is available				
Air quality is good				
Air vents are unobstructed				
Electrical panels and electrical disconnects are accessible and unobstructed				
Plugs, sockets and switches are in good condition				
Electrical cords are in good condition and kept away from walkways/traffic areas				
Power bars are CSA approved				
Furnace, boiler and electrical rooms are unobstructed and clear of combustibles				
All overhead/tall items are secured to prevent injury during earthquake				
Fire Prevention				
Fire doors and emergency exits are clearly marked and closed				
Fire extinguishers are clearly marked and accessible				
Sprinkler system, light fixtures, ceiling and doors are free of hanging devices/paper				
No more than 20% of wall space has paper attached/hanging				
All rugs and furniture are fire-rated as approved by Administrator				
Storage/Shelving				
Storage rooms are clean and well organized				
Materials are stored safely in proper labelled containers				
Shelves over 4' have been secured to the wall				
Materials stored overhead are arranged and secured to prevent falling/collapsing				
Heavy storage items are at floor level				
Materials are organized to prevent/minimize lifting problems				
Dollies and trollies are available to move heavy items				
Filing cabinets are positioned at least 4' from exit door				
Equipment, Tools, Machinery				
Equipment and machinery are in good repair				
Tools are in good repair and stored when not in use				
Ladders are in good condition				
Elevator inspection is complete				
Audio visual equipment/monitors are strapped to cart				
Personal Protective Equipment is available and in good condition				
Hazardous Materials				
Material Safety Data Sheet (MSDS) are accessible and up-to-date				
Chemicals (paints, solvents, etc.) are properly labelled and safely stored				
Oxygen tanks are properly stored				
Hazardous waste is labelled, logged and not stored more than 365 days				
Spill kits are stocked and in the required location				



Safety Inspection Report - General

School/Site	Zone/Area
Inspection Date	Conducted by

S = Satisfactory U = Unsatisfactory n/a = not applicable

Parking Areas/Outdoor Walkways	S	U	n/a	Corrective Actions
Fire hydrants are unobstructed				
Fire lanes, bus lanes and gates are clearly marked				
Steps and curbs are clearly marked				
Exit doors are unobstructed by snow, leaves, etc.				
Walkway and parking lot surfaces are in good condition				
Walkways, entrance and exit areas are adequately lit				
Drains are not obstructed by leaves or debris				
Gym/ Playground/Fields/Courts				
No wall mounted hazards exist (chin up bar, score clocks, speakers, bleachers, etc)				
No overhead hazards exist (fan, ductwork, curtains, light fixtures, etc.)				
Playground surface and slide landing areas are in good condition and hazard free				
Playground equipment is in good condition				
Field surface, fencing, gates and uprights are in good condition				
Court surface, fencing, gates and poles are in good condition				
Staff Training				
Staff know who to call for First Aid treatment (contact numbers are posted)				
OFA's have a fully stocked First Aid Kit available				
Staff know safe work procedures for equipment, tools and machinery				
Staff know how to access/review MSDS before using products				
Staff know the emergency evacuation procedures for the building				
Staff know the procedures to follow in the case of lockdown or hold & secure				
Identified Hazards	Recommended Hazard Controls	Priority (Low, Med, High)	Assigned to	Completion Date

- Upload to the X:drive/JOHS/<your location>/Inspection>
- Send original to Joint Occupational Health & Safety Committee

Safety Inspection Report - Classroom/Portable



School/Site	Classroom#
Inspection Date	Conducted by

S = Satisfactory U = Unsatisfactory n/a = not applicable

Building/Environment

	S	U	n/a	Corrective Actions
Exits are clearly marked and unobstructed				
Fire doors and emergency exits are clearly marked and closed				
Desks and furniture are arranged for easy egress				
Electrical cords are in good condition and kept away from walkways/traffic areas				
Power bars are CSA approved				
All overhead/tall items are secured to prevent injury during earthquake				

Fire Prevention

Sprinkler system, light fixtures, ceiling and doors are free of hanging devices/paper				
No more than 20% of wall space has paper attached/hanging				
All rugs and furniture have been approved by Administrator and are fire-rated				

Storage/Shelving

Shelves over 4' have been secured to the wall				
Materials stored overhead are arranged and secured to prevent falling/collapsing				
Heavy storage items are at floor level				
Materials are organized to prevent/minimize lifting problems				
Dollies and trollies are available to move heavy items				
Filing cabinets are positioned at least 4' from exit door				

Equipment, Tools, Machinery

Ladders are in good condition				
Audio visual equipment/monitors are strapped to cart				
Eyewash bottled water has been changed				

Staff Training

Staff know the emergency evacuation procedures for the building				
Staff know the procedures to follow in the case of lockdown or hold & secure				
Staff know procedures for working alone				

Identified Hazards	Recommended Hazard Controls	Priority (Low, Med, High)	Assigned to	Completion Date

- Upload to the X:drive/JOHS/<your location>/Inspections>
- Send original to Joint Occupational Health & Safety Committee

Safety Inspection Report - Kitchen



School/Site	Zone/Area
Inspection Date	Conducted by

S = Satisfactory U = Unsatisfactory n/a = not applicable

Building/Environment	S	U	n/a	Corrective Actions
Exits and egress windows are accessible and unobstructed				
Walkways and aisles are unobstructed				
Floors are free from damage/debris/water/grease				
Air vents are unobstructed				
Electrical panels and electrical disconnects are accessible and unobstructed				
Electrical cords are in good condition and kept away from walkways/traffic areas				
Power bars are CSA approved				
All overhead/tall items are secured to prevent injury during earthquake				
Access to main gas, electrical and water shutoffs is unobstructed				
Fire Prevention				
Fire doors and emergency exits are clearly marked and closed				
Appropriate fire extinguishers are clearly marked and accessible				
Combustible material is kept away from stoves, burners and deep fryers				
Storage/Shelving				
Storage rooms are clean and well organized				
Materials are stored safely in proper labelled containers				
Materials stored overhead are arranged and secured to prevent falling/collapsing				
Materials are organized to prevent/minimize lifting problems				
Dollies and trollies are available to move heavy items				
Tall shelves and filing cabinets are secured to wall and positioned 4' from exit door				
Equipment, Tools, Machinery				
Equipment and machinery are in good repair				
Tools and knives are in good repair and stored when not in use				
Machine guards are in place				
Ladders are in good condition				
Personal Protective Equipment is available and in good condition				
Hazardous Materials				
Material Safety Data Sheet (MSDS) are accessible and up-to-date				
Chemicals (paints, solvents, etc.) are properly labelled and safely stored				
Oxygen tanks are properly stored				
Hazardous waste is labelled, logged and not stored more than 365 days				
Spill kits are stocked and in the required location				
Pests				
Kitchen is free from pests or evidence of pests				
Ventilation				
All stoves, burners and deep fryers are positioned under fume hood				
All stoves, burners and deep fryers have fixed extinguisher nozzles				
Staff Training				
Staff know emergency shut down procedures				
Staff know who to call for First Aid treatment (contact numbers are posted)				
OFA's have a fully stocked First Aid Kit available				
Staff know safe work procedures for equipment, tools and machinery				
Staff know how to access/review MSDS before using products				
Staff know the evacuation procedures for the building				
Staff know the procedures to follow in the case of lockdown or hold & secure				
Staff know the procedure for working alone				



Safety Inspection Report - Kitchen

School/Site	Zone/Area
Inspection Date	Conducted by

S = Satisfactory U = Unsatisfactory n/a = not applicable

Identified Hazards	Recommended Hazard Controls	Priority (Low, Med, High)	Assigned to	Completion Date

- Upload to the X:drive/JOHS/<your location>/Inspections>
- Send original to Joint Occupational Health & Safety Committee



Safety Inspection Report - Shop/Science

School/Site

Zone

S = Satisfactory U = Unsatisfactory n/a = not applicable

Building/Environment	S	U	n/a	Corrective Actions
Proper ventilation in place for all shop/science activities				
Dust collection systems are functioning properly				
Power bars and extension cords are CSA approved and adequate gauge				
Electrical panels and disconnects are accessible and unobstructed				
Fire Prevention				
Fire doors and emergency exits are clearly marked and closed				
Fire extinguishers are clearly marked and accessible				
All compressed gas cylinder valves are closed when not in use				
Grease/oil spills are cleaned up immediately				
Flammable liquids are stored properly to prevent ignition				
Flammable wastes and other combustibles are stored in closed containers				
Flame arrestors are installed on all oxygen/acetylene torches				
Fire blankets are accessible				
Storage/Shelving				
Storage rooms are clean and well organized				
Materials are stored safely in proper labelled containers				
Tall filing cabinets and shelving are secured to wall and 4' from exit door				
Materials stored overhead are arranged and secured to prevent falling/collapsing				
Equipment, Tools, Machinery				
Equipment and machinery are in good repair				
Safe work procedures for equipment, tools and machinery are available				
Machine guards are in place				
Start/stop switches are clearly marked and within easy reach of operator				
Staff have been trained in lockout/tag-out procedures				
Tools are in good repair				
Ladders are in good repair				
Compressed cylinders are properly secured/stored				
Compressor connections and hoses are in good repair				
Electrical cords are grounded				
Staff do not operate machinery while wearing jewelry, loose fitting clothing, etc.				
Hazardous Materials				
Material Safety Data Sheet (MSDS) are accessible and up-to-date				
Chemicals are properly labelled and safely stored at or below eye level				
Oxygen tanks are properly stored				
Hazardous waste is labelled, logged and not stored more than 365 days				
Spill kits are stocked and in the required location				
Hazardous materials are inventoried in logbooks				
Eyewash bottled water has been changed				
Utt Equipment/Vehicles				
Forklift logbooks are completed				
Lift logbooks are completed				
Automotive lifts are inspected and tested monthly				
Cables and chains do not show signs of excessive wear				

Safety Inspection Report - Shop/Science

School/Site	Zone/Area
Inspection Date	Conducted by

S = Satisfactory U = Unsatisfactory n/a = not applicable

Science Lab	S	U	n/a	Corrective Actions
Fume hood height is appropriate				
Acids stored separately on non-wood, non-metal shelving				
Incompatible chemicals are stored separately				
PPE				
Appropriate PPE are available for each type of shop/science activity				
Staff know when to use PPE and how to maintain				
Staff Training				
Staff know who to call for First Aid treatment (contact numbers are posted)				
OFA's have a fully stocked First Aid Kit available				
Staff know how to access/review MSDS before using products				
Staff know the emergency evacuation procedures for the building				

Identified Hazards	Recommended Hazard Controls	Priority <small>(Low, Med, High)</small>	Assigned to	Completion Date

- Upload to the X:drive/JOHS/<your location>/Inspections>
- Send original to Joint Occupational Health & Safety Committee